

**Express Plan Check Requirements -
Commercial Projects**

Handout No. 2-5

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Commercial Express Plan Check Criteria

Certain projects may qualify for *Commercial Express Plan Check* if they comply with the following:

- Tenant improvements involving retail use where the total floor area is less than 1,500 square feet.
- Tenant improvements involving office space where the total tenant floor area is less than 10,000 square feet.
- Tenant improvements involving restaurant use where the total dining area is less than 750 square feet.
- Express plan review is done by appointment only. An appointment can be obtained by calling (408) 535-3555 during business hours, Monday through Friday.

The following must be completed prior to your appointment:

- Building Permit form completed
- The minimum document submittal check list
- Completion of the Construction Cost Documentation form and a signed contract or a detailed cost breakdown of the project

Other Approvals and Clearances

Prior to submitting for *Express Plan Check*, approvals and/or clearances from other public agencies or City Departments may be required. Clearances may be required as follows:

- A Public Works clearance is often required. Public Works can be reached at (408) 535-3555
- Changes to the building exterior require review and approval by the Planning Division. The Planning Division is located at City Hall. They can be reached at (408) 535-3555.
- Projects containing fire sprinkler or alarm alterations will require review and approval from the Fire Department. They can be reached at (408) 535-3555.
- Some projects, such as food handling facilities and public swimming pools require approval from the Health Department. For Health Department requirements, call (408) 918-3400.
- Some projects may require approval from Water Pollution Control (Environmental Services Department). They can be reached at (408) 277-5700.
- A Demolition Diversion deposit from Environmental Service Department is required for projects with a valuation of \$5,000 or greater. ESD can be contacted at (408) 277-5700.

Documentation of required approvals and clearances is required prior to permit issuance.

Tenant improvement plan submittal requirements should include the following:

Three sets of plans must be submitted for building plan check review.

It is recommended you use a minimum of 18" x 24" and maximum of 24" x 36" and weighing no more than 25 pounds. Plans must be drawn to scale (1/4" per foot is the minimum scale). Plans shall be wet stamped and wet signed by the architect and engineer of record. Two sets of structural calculations are required when structural alterations are proposed and both sets shall be wet stamped and wet signed by the design professional.

In order to facilitate recycling of plans please have plans prepared as recyclable black line prints.

Two sets of energy calculations are required when alterations are made to:

- The HVAC system (except for equipment replacement) or
- For Lighting changes (except for replacement of fixtures) or
- For Building envelope changes

The submittal set should contain a scope of work declaration; a site map that includes parking; plans showing the alteration location; existing and proposed floor plans; an analysis of occupancy groups; type of construction; an exiting analysis and disabled access details. Submittals should also include roof plan, sections, elevations, accessibility features and other applicable details.

If the project meets the criteria outlined, the Building Division staff will perform the plan check while the applicant waits. The Express Plan Check process will result in issuance of a permit or a list of required plan revisions.

If **minor changes** are needed, they can be revised at the time of express plan check. The registered engineer, architect, or a representative who is authorized to make red-marks and changes to the plans must be present during the Express Plan Check to expedite approval of plans with minor revisions.

If **major changes** are needed to the plans, the plans will have to be re-drawn. In some instances, due to special circumstances and/or complexity of a project, it may be necessary to take the plans in for a regular plan check.

Examples of projects that **do not qualify** for *Express Plan Check* are:

- New buildings
- Additions
- Alterations to A-3 occupancies, such as a church or restaurant with an occupant load greater than 50
- Buildings damaged by fire, wind, earthquake or vehicle collision
- Work in basements and mezzanines
- Re-roofing or any roof/mansard work
- Retaining wall or sound wall more than 9' high
- Roof equipment units more than 800 lbs.
- Change of occupancy/character to a higher hazard where the building has no fire sprinklers
- Where hazardous materials exceed the amount allowed by the UBC
- Buildings with change of use from an R-3 occupancy to a B occupancy
- Buildings with atriums
- Tenant improvements on buildings qualified as Historical buildings or structures under National, State or Local Historical registers
- Code Enforcement work - For example: Legalizing work that was done without permits
- Projects with Alternate Materials and Methods of Construction

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/, or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St. San Jose CA 95113-1905

**City Of San Jose Building Permit
Owner Builder Application**

Date: _____
APPL./PERMIT #: _____

(Please print clearly and fill in all that apply)

PROJECT ADDRESS: _____

ASSESSOR PARCEL # _____ CITY: San Jose/Santa Clara County

☐ ARCHITECT ☐ ENGINEER

APPLICANTS NAME: _____

LICENSE/REGISTRATION #: _____

MAILING ADDRESS: _____

NAME: _____

CITY/STATE/ZIP: _____

COMPANY NAME: _____

PHONE #: (____) _____ FAX #: (____) _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

CITY/STATE/ZIP: _____

TENANT COMPANY NAME: _____

PHONE #: (____) _____ FAX #: (____) _____

OWNERS NAME: _____

E-MAIL ADDRESS: _____

PHONE #: (____) _____ FAX #: (____) _____

(Jurisdictions may require written approval from the owner)

PROJECT CONTACT PERSON: _____ PHONE #: (____) _____ FAX #: (____) _____

ADDRESS: _____ E-MAIL ADDRESS: _____

CONTRACTOR

LICENSE #: _____ LIC. CLASS(ES): _____ PHONE #: (____) _____

COMPANY NAME: _____ FAX #: (____) _____

ADDRESS: _____ E-MAIL ADDRESS: _____

CITY/STATE/ZIP: _____ BUSINESS LIC #: _____

Licensed Contractors Declaration: I hereby affirm *under penalty of perjury* that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Date: _____ Contractor Signature: _____

Owner-Builder Declaration: I hereby affirm *under penalty of perjury* that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9, (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).
- ☐ I, as owner of property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractors License Law).
- ☐ I am exempt under Sec. _____, B & P.C. for this reason _____

Date: _____ Owner Signature: _____

Workers' Compensation Declaration: I hereby affirm *under penalty of perjury* one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: _____ POLICY NO. _____

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

- ☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date: _____ Applicant Signature: _____

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney fees.

Construction Lending Agency Declaration: I hereby affirm *under penalty of perjury* that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: _____ Lender's Address: _____

I Certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant/Agent: _____ Date: _____

Printed Name of Applicant/Agent: _____

Building Division Submittal Form

Construction Cost Documentation

Address: _____ PC # _____
BP # _____

Total Construction Cost/Valuation \$ _____
ICBO Value
\$ _____
Contract Value

The total valuation must include, the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any permanent equipment as well as contractor's profit and overhead.

I hereby affirm that the above information is correct and accurately represents the actual total cost of construction and that I will submit a signed copy of the contract or detailed cost breakdown to substantiate the above-stipulated valuation prior to plan check approval.

_____ Owner/Representative	_____ Date	_____ Contractor	_____ Date
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Office Use Only

- ☐ Contract or detailed cost estimate reviewed
- ☐ Contract review not required based on
Policy UBC 107-1-97

For valuations that are not associated with listed Building Divisions minimums, Supervisory approval is needed.

_____ Staff Name	_____ Date	_____ Supervisor	_____ Date
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Chief Date
Required for valuation changes over 25% or \$100,000

Building Division Submittal Form

Industrial Use Designation

If the intended use is Industrial, one of the designated industrial uses from the Building Division's Policy on assessing Development Taxes must be identified and a detailed description of what the company manufactures, produces or service provided must be detailed.

Listed Industrial Use Category: _____

Project Name:_____ Plan Check No._____

Address: _____

Description of manufacturing process and products:

[illegible]

For speculative shell permits, if the initial use is not a designated industrial use, the commercial tax rate will be retroactively assessed on the construction valuation of the entire shell building at the time the initial finish interior permit is issued.

I hereby affirm ***under penalty of perjury*** the above information is correct and accurately represents the intended use.

(Signature) Owner/Developer

(Signature) Tenant

Name _____

Name _____

Date _____

Date _____



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Accessibility Compliance- Existing Buildings Form

I have surveyed the building at _____ for compliance with required accessibility features per the 2001 California Building Code. Proposed alteration work will include any upgrades required to provide compliance with accessibility features serving the area of work as described in section CBC 1134.2.1.

I acknowledge the following scope of required upgrades (**choose one**)

- ☐ The existing required accessibility features serving the area of work are in conformance with the 2001 CBC.
- ☐ Upgrades to the existing condition are proposed to provide full compliance with required accessibility features serving the area of work in conformance with the 2001 CBC.
- ☐ The feasibility of the proposed work will be severely impacted if full accessibility compliance is provided. Not all access features will be provided with the proposed scope of work, thus an Unreasonable Hardship determination must be granted. Upgrades will be provided for all features not excepted in the approved Hardship application.

Signature _____ Date _____

I am: ____Project Designer, ____Business Owner, ____Other_____